HOUSING POLICIES

1. Housing form requests MUST be faxed or mailed directly to the Housing Bureau office:

Anchorage Convention & Visitors Bureau Housing Bureau 524 W. Fourth Avenue Anchorage, AK 99501-2212 Fax: 907-278-5559

- 2. Your written confirmation will come directly from the hotel in which you were assigned
- 3. CANCELLATIONS & CHANGES: Any changes or cancellations MUST be made directly with the confirming hotel after you receive written confirmation.
- 4. Hotel space is reserved on a first-come, first-served basis. You must indicate preference on the front of this form. Anchorage Convention & Visitors Bureau reserves the right to assign a hotel *if* your first choice is sold out and other choices are not indicated.
- 5. Check in and out times vary with individual hotels. Please check your confirmation notice for the specific times.
- 6. Housing forms MUST be postmarked no later than the date on the reverse side. All reservations must be made directly with the hotel after the closing date. Reservations after the closing date will be made on a space available basis only.

